



Finance & Accounting for Non-Finance

OBJECTIVES:

1. Fundamentals of Finance - Basic Accounting 2 days
2. Fundamentals of Finance - Accounting Operations 2 days
3. Advanced Finance - Accounting and Reporting 2 days
4. Advanced Finance - Budgeting and Cost Control 2 days
5. Finance and budgeting for non-financial managers One day

- To provide opportunities in acquiring knowledge and skills in financial department.

Target Group:

- Finance Department.
- Senior managers and possibly some junior managers.

Methodology:

These courses are being organized for improving the skills and increasing the financial knowledge of accountants and non financial managers. Different teaching techniques are used at the training. The participants have an opportunity to lead and participate in group discussions. Materials provided to the trainees include handouts, and practical work sheets.

The objectives of the training courses are achieved through proper use of the following means:

- theoretical lectures
- hands on
- practical problem-solving exercises
- group discussion
- Quiz, simulations, brain storming sessions



Training Outline and Action Plan

Description	Duration
<i>I. Fundamentals of Finance - Basic Accounting</i>	2 Days
<ul style="list-style-type: none"> • Understanding Accounting terms <ul style="list-style-type: none"> ○ Assets Definition <ul style="list-style-type: none"> ❖ Fixed Assets ❖ Current Assets ❖ Other Assets 	
Quiz	
<ul style="list-style-type: none"> ○ Liabilities <ul style="list-style-type: none"> ❖ Long Term Liabilities ❖ Current Liabilities ❖ Other Liabilities 	Day 1
Quiz	
<ul style="list-style-type: none"> ○ Shareholder Equity ○ Revenues ○ Expenses and its nature and how to charge on it 	
Quiz	
<ul style="list-style-type: none"> • Financial statements according to the International Standards. 	
Illustrations	
<ul style="list-style-type: none"> • Depreciation Understanding <ul style="list-style-type: none"> ○ Depreciation Methods ○ Reserves and Provisions 	Day 2
Quiz	
<ul style="list-style-type: none"> • Nature of Debit Accounts and Credit Accounts • Accounting Document Cycle 	
Illustrations	
<i>II. Fundamentals of Finance - Accounting Operations</i>	2 Days
<ul style="list-style-type: none"> • Create daily Journal entries (Double Entry) • Proofing and posting the entries to Ledger and Sub Ledgers • Create Fixed Assets Register <ul style="list-style-type: none"> ○ Depreciation and Accumulated Depreciation calculation. 	Day 1
Exercise using Ms Excel to create fixed assets register	
<ul style="list-style-type: none"> • The relation between the Document Cycle and 	Day 2



the Accounting Books

- **Balancing and Footing Accounts**
 - How to create a trail balance
 - How to correct wrong entries.
 - How to find wrong amounts (duplication and misplaced digits)
- **What is the closing accounting cycle**
 - What is the Adjustments
 - What is the Reconciliation
 - What are the Closing Entries
 - Creating Final Trial Balance

Workshops in groups

III. Advanced Finance - Accounting and Reporting **2 Days**

- **Reports**
 - To Authorities
 - ❖ Income Statements **Day 1**
 - ❖ Balance Sheet

Workshops in groups

- **Reports**
 - Internal
 - ❖ Cash Flow Statements **Day 2**
 - ❖ Analysis Reports
 - ❖ Prepare Actual vs Budget reports

IV. Advanced Finance - Budgeting and Cost Control **2 Days**

- **Introduction to Budgeting Concepts**
 - Use/misuse of budgets within an organization
 - Budgets as a planning and control tool **Day 1**

Case study to illustrate budgeting

- **Introduction to Cost Control Concepts**
 - Different cost methods
 - Interrelate between revenue and cost
 - Breakeven point concept and the importance for the business. **Day 2**

Case study to illustrate the cost control



V. *Finance and budgeting for non-financial managers*

1 Day

- **Accounting Foundations**

- How financial statements are generated

Case study to illustrate the skills of bookkeeping

- **The Components of a Balance Sheet**

- Assets and Liabilities
- Working Capital Cycle
- Sources of Capital and Funding

- **The Components of a Profit & Loss Account**

- Income
- Expenses
- Why profit does not equal cash

- **Introduction to Financial Analysis**

- Effective decision making
- Financial Ratios

Case study - calculating ratios as a means to effective decision making

- **Introduction to Budgeting Concepts**

- Use/misuse of budgets within an organization
- Budgets as a planning and control tool

- **How to produce Cash Flow statements**

Case study - Financial projections

Conclusion & Case study